

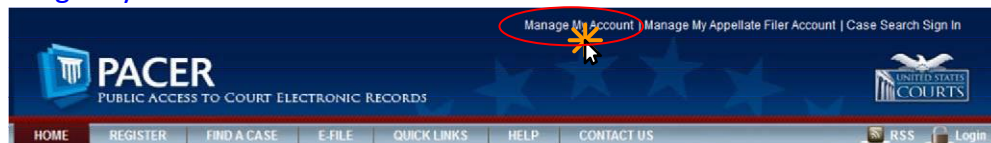
REQUESTING ATTORNEYADMISSION AND E-FILE REGISTRATION IN PACER

On August 23, 2021, the United States District Court for the Southern District of Illinois upgraded to the next generation (NextGen) of CM/ECF. This upgrade allows attorneys to request admission to practice or file electronically without having to fill out paper forms as previously required. Before applying, you must have an *individual* upgraded PACER account (you cannot use a shared PACER account for this process). If your individual PACER account was created prior to August 2014, you must first upgrade your account (see [Upgrading Your PACER Account](#) for instructions).

***If you do not already have a PACER Account, register at: <https://www.pacer.gov> (link is external).

Requesting Attorney Admission and E-File Registration

STEP 1 Go to the PACER Service Center (PSC) site at <https://www.pacer.gov>. Click on the [Manage My Account](#) link.



STEP 2 Enter your PACER **Username** and **Password**. Click [Login](#).

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.



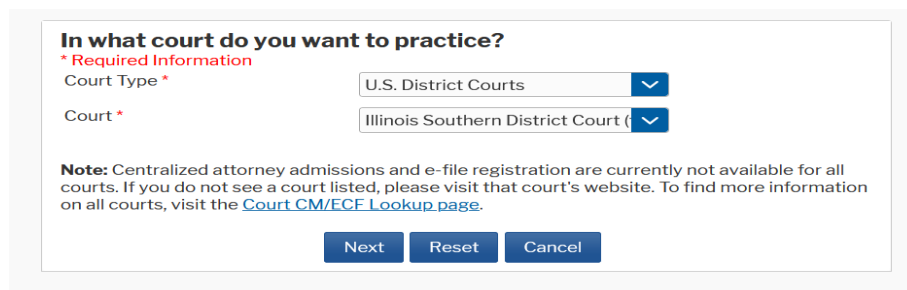
STEP 3 Click the **Maintenance** tab.



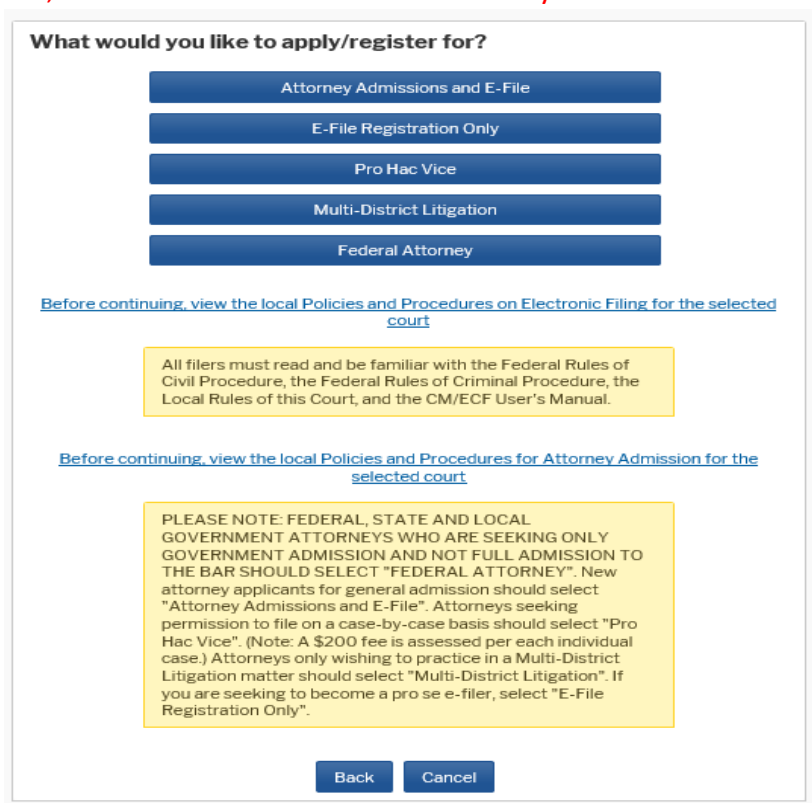
STEP 4 Click the [Attorney Admissions / E-File Registration](#) link.



STEP 5 From the **Court Type** list, select [U.S. District Courts](#). From the **Court** list, select [Illinois Southern District Court – NextGen](#). Click Next.



STEP 6 On the “**WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR**” screen, [click the Attorney Admissions and E-File](#) link. **Please see Note located in the yellow box below, for selection instructions on Federal, State and Local Government Attorneys.**



Complete all required fields of the Attorney Admission screen. Please see the following pages for specific instructions for each section.

Complete all sections of Attorney Admissions

Attorney Bar Information

* Required Information

FEDERAL BAR INFORMATION

☒ I am admitted to the bar in one or more federal courts.

Our data indicates that you have been admitted to the bar of the following federal court(s):

Verified Federal Bar Information			
Federal Court	Bar ID	Bar Status	Date Admitted
No verified federal bar data available.			

Enter information for any federal court not listed in table on the left:

Additional Federal Bar Information		
Federal Court	Bar ID	Date Admitted
INDIANA SOUTHERN	55555	08/15/2012
+ Add		

*To remove a court, right click the entry in the table above and select 'Delete Additional Court.'

STATE BAR INFORMATION

☐ I am admitted to the bar in one or more states.

Enter information for any state(s) in which you have been admitted to the bar:

Additional State Bar Information		
State	Bar ID	Date Admitted
Click the "Add" button below to enter state bar data.		
+ Add		

Sponsoring Attorney

Bar ID Jurisdiction 
First Name Middle Name Last Name

Attorney Information

Attorney Type (check all that apply) * ☐ Civil ☐ Criminal ☐ Bankruptcy

Have you ever been disbarred/censured/denied admission? * ☐ Yes ☐ No

Do you have any disciplinary actions pending? * ☐ Yes ☐ No

Have you ever been convicted of a felony? * ☐ Yes ☐ No

Fee Acknowledgment *


- ☐ I acknowledge that I will be charged an admission fee if I am admitted.
☐ I request that the admission fee be waived for the following reason:

Document Upload

Upload a Certificate of Good Standing from a state in which you are licensed *

 Upload

Upload a signed oath card *

 Upload

Additional Attorney Information Required by Court

Please answer each question with Yes or No. You can't leave any blank.

Has anyone ever sought to recover on a bond or make any claim for an alleged default in connection to a bonded position which you have held? If Yes, please include an explanation. *



Have you ever been charged with the commission of fraud, in any civil, criminal, bankruptcy, or administrative proceeding? If yes, please include an explanation. *



Have you read and become familiar with the law relating to jurisdiction and venue in a United States District Court? *



Have you read and become familiar with the Federal Rules of Civil Procedure? *



Have you read and become familiar with the Federal Rules of Criminal Procedure? *



Have you read and become familiar with the Federal Rules of Evidence? *



Have you read and become familiar with The Model Rules of Professional Responsibility of the American Bar Association or as adopted by the State of Illinois? *



Have you read and become familiar with The Standards of Professional Conduct within the Seventh Circuit? *



ACKNOWLEDGMENT OF OBLIGATION REGARDING APPOINTMENTS:

I agree upon admission to the bar of the Southern District of Illinois, to represent without compensation, indigent parties in civil matters when so ordered by a judge of the Court, and to accept appointments by a judge to represent indigent criminal defendants under the Criminal Justice Act unless exempt by rule or statute, except when such representation would create a conflict of interest.

(Must answer YES)

*



Next

Back

Reset

Cancel

STEP 7 On the “Attorney Bar Information” section:

Select one or both check boxes to indicate the federal or state courts to which you are admitted, if applicable.

Click **Add** to select and add state and/or federal court(s) to which you are admitted if they are not shown. If you are currently admitted to another NextGen CM/ECF court, it is automatically listed by the system. However, if you are also admitted to any CurrentGen CM/ECF court, you will need to manually enter this information.

Attorney Bar Information
*** Required Information**
FEDERAL BAR INFORMATION
☒ I am admitted to the bar in one or more federal courts.
Our data indicates that you have been admitted to the bar of the following federal court(s):

Verified Federal Bar Information			
Federal Court	Bar ID	Bar Status	Date Admitted
No verified federal bar data available.			

STATE BAR INFORMATION
☐ I am admitted to the bar in one or more states.

Additional Federal Bar Information
Enter information for any federal court not listed in table on the left:

Federal Court	Bar ID	Date Admitted
INDIANA SOUTHERN	55555	08/15/2012

[+ Add](#)
*To remove a court, right click the entry in the table above and select 'Delete Additional Court.'

Additional State Bar Information
Enter information for any state(s) in which you have been admitted to the bar:

State	Bar ID	Date Admitted
-------	--------	---------------

Click the "Add" button below to enter state bar data.
[+ Add](#)

Sponsoring Attorney

STEP 8 The Southern District of Illinois does not require a Sponsoring Attorney.

Sponsoring Attorney
Bar ID Jurisdiction
First Name Middle Name Last Name

Attorney Information

STEP 9 Respond to each question. If additional details are required, a text box will display. Acknowledge the admission fee. The admission fee is only waived for government admission.

Attorney Information

Attorney Type (check all that apply) * ☐ Civil ☐ Criminal ☐ Bankruptcy

Have you ever been disbarred/censured/denied admission? * ☐ Yes ☐ No

Do you have any disciplinary actions pending? * ☐ Yes ☐ No

Have you ever been convicted of a felony? * ☐ Yes ☐ No

Fee Acknowledgment *

☐ I acknowledge that I will be charged an admission fee if I am admitted.

☐ I request that the admission fee be waived for the following reason:

Document Upload

STEP 10

Document Upload

Click **Upload**.

Document Upload

Upload a Certificate of Good Standing from a state in which you are licensed *

Upload a signed oath card *

- a. Upload a PDF of the Certificate of Good Standing
- b. Upload a PDF of your signed and notarized Oath Form

STEP 11 Click **Browse**

Upload Please upload a Certificate of Good Standing from the state of the applicant's primary practice

STEP 12 Once the upload is complete, a dialog box will appear confirming the upload was successful. Click **Done**.

Upload Please upload a Certificate of Good Standing from the state of the applicant's primary practice

File Certificate of Good Standing.pdf was successfully uploaded!

If you uploaded the wrong document, you have the option of removing it and uploading a different document.

Document Upload

Please upload a Certificate of Good Standing from the state of the applicant's primary practice *



Remove

Certificate of Good Standing.pdf

Additional Attorney Information Required by Court

STEP 13

All questions must be answered truthfully to the best of your knowledge and belief. The answer to the Acknowledgment must be Yes.

Additional Attorney Information Required by Court

Please answer each question with Yes or No. You can't leave any blank.

Has anyone ever sought to recover on a bond or make any claim for an alleged default in connection to a bonded position which you have held? If Yes, please include an explanation. *



Have you ever been charged with the commission of fraud, in any civil, criminal, bankruptcy, or administrative proceeding? If yes, please include an explanation. *



Have you read and become familiar with the law relating to jurisdiction and venue in a United States District Court? *



Have you read and become familiar with the Federal Rules of Civil Procedure? *



Have you read and become familiar with the Federal Rules of Criminal Procedure? *



Have you read and become familiar with the Federal Rules of Evidence? *



Have you read and become familiar with The Model Rules of Professional Responsibility of the American Bar Association or as adopted by the State of Illinois? *



Have you read and become familiar with The Standards of Professional Conduct within the Seventh Circuit? *



ACKNOWLEDGMENT OF OBLIGATION REGARDING APPOINTMENTS:

I agree upon admission to the bar of the Southern District of Illinois, to represent without compensation, indigent parties in civil matters when so ordered by a judge of the Court, and to accept appointments by a judge to represent indigent criminal defendants under the Criminal Justice Act unless exempt by rule or statute, except when such representation would create a conflict of interest.

(Must answer YES)

*



Next

Back

Reset

Cancel

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

STEP 14 Review the information, making changes if necessary. Click [Next](#).

****Please see the following pages for specific instructions for each section.**

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

Username	karenlogan
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Complete all sections of E-File Registration

Filer Information

*** Required Information**

Role in Court Attorney

Title

Name Karen Logan

☒ I acknowledge that I am submitting the e-file registration for the individual listed above. **Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one. ***

Please verify your address. You may also enter a different address from the one provided for your CSO account.

☐ Use a different address. Checking this will clear the address fields below.

Firm/Office

Unit/Department

Address *

Room/Suite

City *

State *

County *

Zip/Postal Code *

Country *

Primary Phone *

Alternate Phone

Text Phone

Fax Number

Additional Filer Information

Already Admitted at Court

Court Bar ID

Other Names Used

Most Recent Case (in court where you are registering)

Delivery Method and Formatting

☐ Use a different email. Checking this will clear the primary email fields below.

Primary Email *

Confirm Email *

Email Frequency *

Email Format *

[Next](#) [Back](#) [Reset](#) [Cancel](#)

STEP 15 Enter information for any federal courts where you are already admitted. "Most Recent Case" is for any cases in the Southern District of Illinois in which you plan to or have already entered your appearance. Then enter your State Bar information.

Additional Filer Information

Already Admitted at Court

Select Court

▼

Court Bar ID

Other Names Used

Most Recent Case
(in court where you are registering)

State Bar ID

12345

State

Illinois

▼

STEP 16 Delivery Method and Formatting refers to your preferences as to the method, frequency, and format of all NEFs (Notices of Electronic Filing) received from CM/ECF. If you want your emails to be delivered to an address other than the email you have registered with PACER, you may enter that email address here. You may receive your NEFs Once Per Day (Daily Summery) or At the Time of Filing (One Email per Filing). The most common Email Format requested is HTML but you can select Text if you prefer.

Delivery Method and Formatting

☐ Use a different email. Checking this will clear the primary email fields below.

Primary Email *

james.smith@usdoj.gov

?

Confirm Email *

james.smith@usdoj.gov

?

Email Frequency *

Once Per Day (Daily Summ

▼

Email Format *

HTML

▼

Next

Back

Reset

Cancel

Click "**Next**".

PAYMENT INFORMATION

STEP 17 Optional: Click [Add Credit Card](#) or [Add ACH Payment](#).


Payment Information

NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.





 <input checked="" type="checkbox"/> Autobill PACER fees <input type="checkbox"/> E-filing fees default <input type="checkbox"/> Admissions fees default XXXXXXXXXXXX0011 01/2026 Adam Martin 9 Executive Drive Fairview Heights, IL 62208 Update Delete	Add Credit Card Add ACH Payment
---	--

[Next](#)[Back](#)[Cancel](#)

Optional: Enter the payment information. Click [Submit](#).

Add/Update Credit Card Payment

*** Required Information**



Account Holder Name * ?

Card Type * ▼

Account Number * ?

Card Expiration Date * ▼ / ▼

☐ Use billing address

Address *

City *

State * ▼ ?

Zip/Postal Code *

Country * ▼

Account Nickname ?

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

[Submit](#) [Close](#)

STEP 18 Acknowledge the policies and procedures for attorney e-filers by selecting all the checkboxes. Click **Submit**.

E-Filing Terms of Use

ATTORNEY E-FILING TERMS AND CONDITIONS

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed by signature on a paper document being filed or submitted.
- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my affirmation that I am admitted to practice in the court(s) where I am filing, or am permitted to make an appearance in those court(s) in accordance with local requirements, and that I am an attorney holding a current and valid license to practice law.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing promulgated by the court(s) where I have filing privileges.
- I must pay for any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.
- I agree to maintain my contact information, including email address, mailing address, telephone number(s), and facsimile number. All changes will be made through my judiciary e-filing account.
- I agree to comply with the Federal Rules of Procedure regarding privacy and redaction and will redact the following personal data identifiers from all documents filed with the court(s) whether filed electronically or in paper, unless otherwise ordered by the court(s): social security numbers and taxpayer identification numbers (the last four digits may be used); birth dates (year of birth may be used); minors' names (initials may be used); and financial account numbers (the last four digits may be used, except redaction does not apply to financial account numbers identifying property allegedly subject to forfeiture in a forfeiture proceeding). Filers, and not the court(s), are solely responsible

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)

☒

Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *

☒

Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) *

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Submit

Back

Reset

Cancel

STEP 19 Click **Done**.

Confirmation Page

THANK YOU FOR REGISTERING!

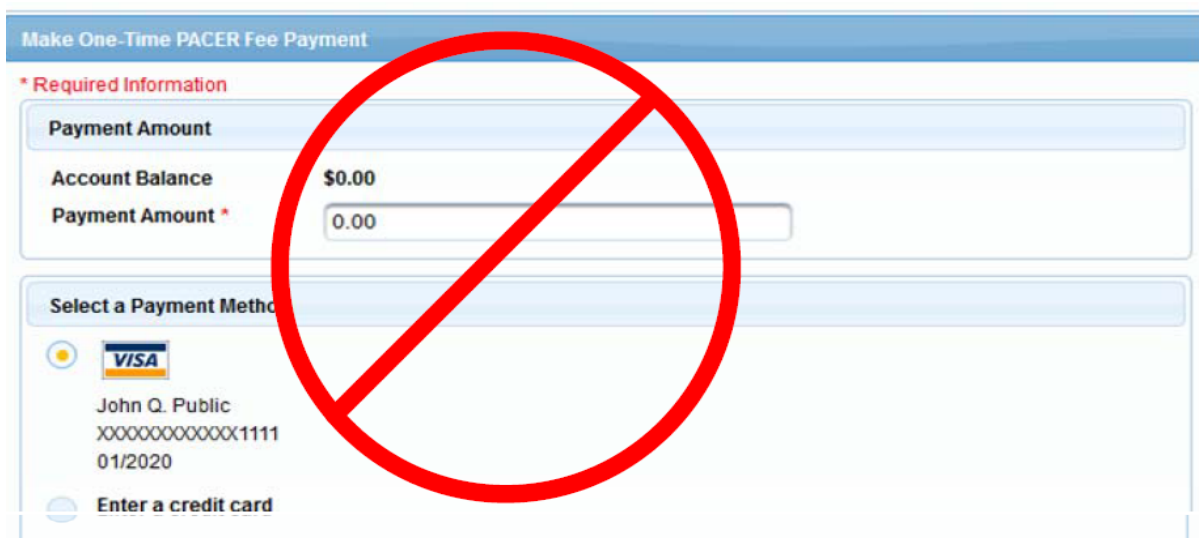
Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**.

Done

Page 11 of 12

The Southern District of Illinois will review your admission request and provide you with further instructions via email including a link to pay your admission fee online.

IMPORTANT NOTE: You will be required to pay your admission fee online using the link provided in the email. **Do not use** the **Make One-Time PACER Fee Payment** option on the [Manage My Account](#) link. This option can only be used to pay your PACER bill.



The screenshot shows a web form titled "Make One-Time PACER Fee Payment". It includes a section for "Required Information" with fields for "Payment Amount", "Account Balance" (displaying \$0.00), and "Payment Amount *" (displaying 0.00). Below this is a "Select a Payment Method" section with a radio button selected for "VISA" and another for "Enter a credit card". The VISA section displays cardholder information: "John Q. Public", "XXXXXXXXXXXX1111", and "01/2020". A large red "X" is drawn over the entire form, indicating that this payment method is not to be used.